Navigating eMMA: Increasing Your Visibility & Responding to Solicitations

Maryland Procurement Academy Office of State Procurement Department of General Services

Training & Insights for Procurement Success (TIPS)





Welcome & Introduction



Welcome to Increasing Your Visibility and Responding to Solicitations

This training session provides an overview of expanding your vendor account on the eMaryland Marketplace Advantage (eMMA) platform, including broadening your commodities and qualifications; searching for fellow vendors and public contracts; and demonstrating how to prepare a response to an Invitation for Bid (IFB) solicitation.

<u>Latest Session: Intro to eMMA for Vendors</u>

Your Presenter Today





Shae Cronin
Instructional Programs Administrator
Maryland Procurement Academy
Office of State Procurement
Department of General Services

Learning Objectives



Upon completion of this course, the participant will be able to:

- Identify eMMA and its role in State procurement
- Locate fellow vendors, public contracts, and bid holders lists
- Access and customize profile qualifications and commodity codes
- Browse public solicitations and add them to their vendor profile
- Acknowledge receipt of a solicitation and prepare a response

eMaryland Marketplace Advantage



What is eMMA and why is it important?



Connects the vendor community with contracting opportunities from state, county, and local government



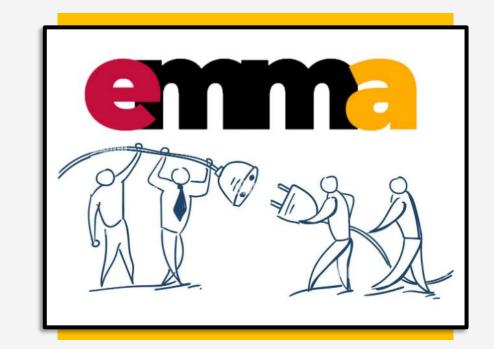
Registered vendors receive notices of bid opportunities, can submit bid responses online, and may obtain bid results



A procurement platform that's comprehensive, versatile, and collaborative – the connection between State and business



Open, transparent, and efficient procurement process



Where's eMMA?



Quick route to the eMMA homepage

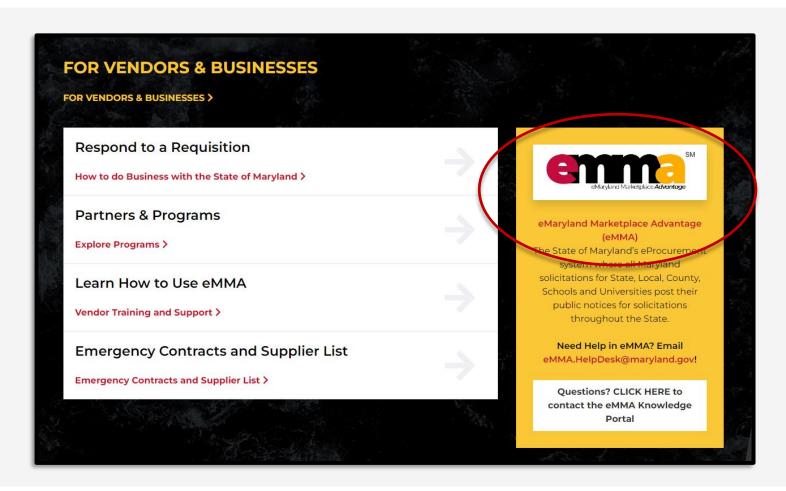


emma.maryland.gov



procurement.maryland.gov

Scroll down to Vendors section and keep an eye out for the large yellow box with eMMA logo



eMMA Login Page



Let's jump in!



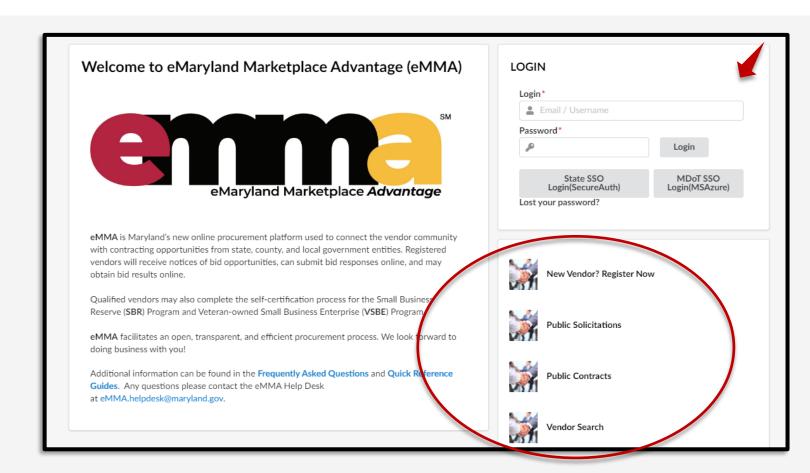
Your eMMA homepage:

- △ Login
- Registration
- **FAQs**
- **QRGs**
- eMMA.HelpDesk



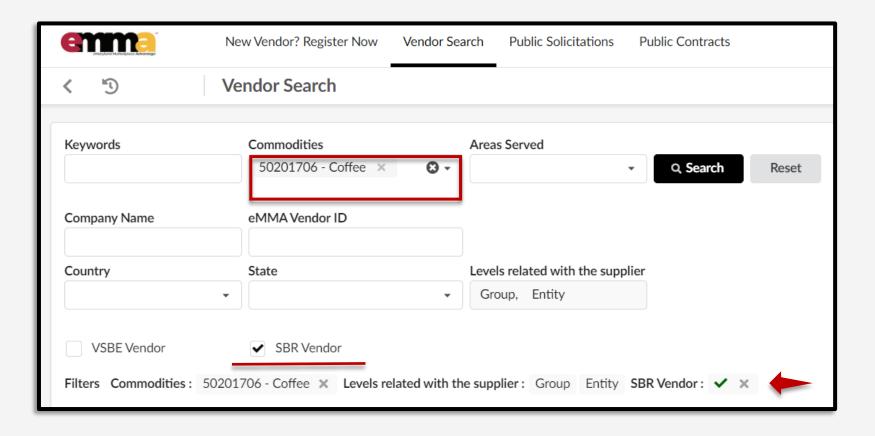
Exploring available links:

- **9** Public Contracts
- ∀ Vendor Search



Searching for Vendors in eMMA





- (i) Increased information
- Narrow your search
- Drill down on specifics

Vendors in eMMA – Search Results



eMMA Vendor ID	Company Name	<u>City</u>	<u>State</u>	Postal Code	Vendor Contact	SBR Vendor	SBR Certification #	SBR Expiration Date UTC-4	VSBE Vendor	VSBE Certification #	VSBE Expiration Date	Website
SUP028031	Advance Logics LLC	Abingdon	MD	21009	Lawrence Ogbe			6/8/2022 8:00:00 PM				
SUP003820	Aileron Consulting LLC	Baltimore	VA	21230	Senthil Ramiah	•	SB20-008696	6/4/2023 8:00:00 PM				http://www.aile
SUP028672	ALL SOUTH SHORE MEDICAL SUPPLY INC	baldwin	NY	11510	THOMAS EGWABOR							allsouthshoren
SUP016437	AMERISOCHI INC	MENTOR	ОН	44060	ANGEL MILLER			12/13/2021 8:00:00 PM				
SUP775241	Apt supply	gaithersburg	MD	20877	Dawit kebede							www.apt-supp
SUP018932	BAY STATE VENDING INC.	MECHANICSVILLE	MD	20659	JEFFERY OLLOM							BAYSTATEVEN
SUP863522	Beaningful Services	Odenton	MD	21113	William Hill	•	SB22-022353	5/22/2023 8:00:00 PM				www.beaningf
SUP028225	BK Miller Co	Camp Springs	MD	20746	Liza Jenkins- Korody							www.bkmiller.o
SUP021443	Cascade Foodservice Inc	Atlanta	GA	30308	Hope Turlington							http://www.cas
SUP024446	Chilla Beverages Maryland	Baltimore	MD	21209	Tsvi Dinner							
1 2 3	4 > 31 R	Result(s) Result(s)										

Accessing Public Contracts

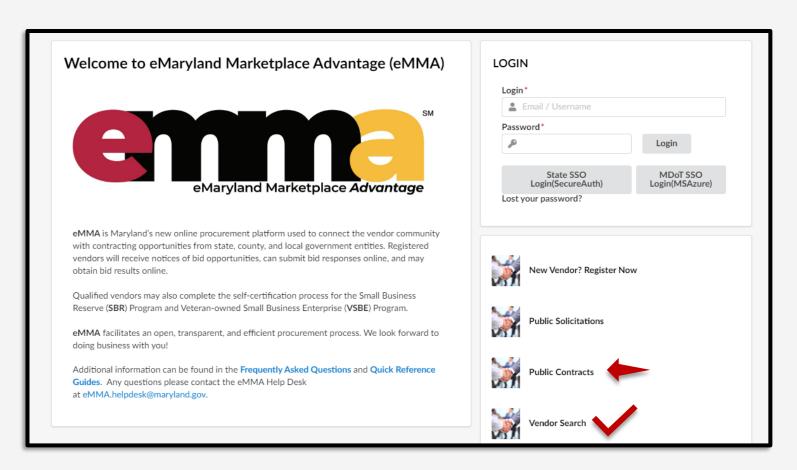




Reminder! All links and their information are available

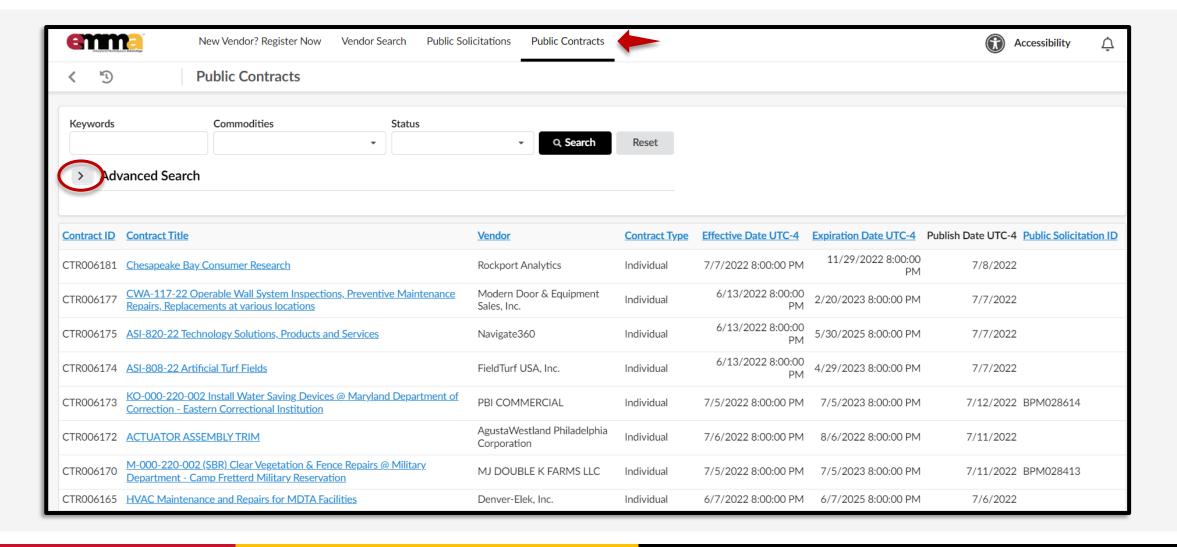


Search public contracts directly from the eMMA homepage



Searching Public Contracts in eMMA





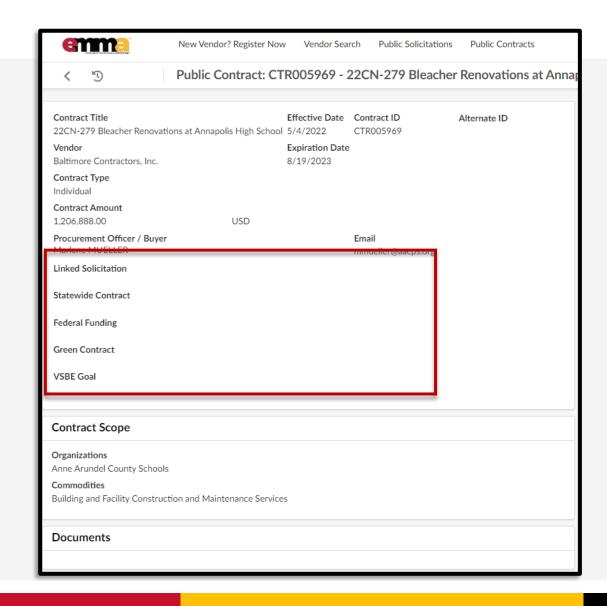
Advanced Search of Public Contracts



Nev	v Vendor? Register Now Vendo	or Search Public	: Solicitations Pul	blic Contracts	
< 'S Pul	olic Contracts				
Keywords	Commodities	S	tatus		
		•		Q Sea	arch Reset
Advanced Search					
Vendor	Authority				
		•	SBE Goal?	Statewide Contra	act
Solicitation	Agency				
	Anne Arundel County Government	ment × 🗷 🕶	✓ MBE Sub-Goa	als? Green Contract	
Procurement Method					
•	Sub Agency		✓ VSBE Goal	DBE Goal?	Federal Funding
		•			
Filters Green Contract : 🗸 🗙	MBE Sub-Goals?: ✓ × VS	SBE Goal : 🗸 🗶	Agency: Anne Ar	rundel County Government	×

Accessing Public Contracts





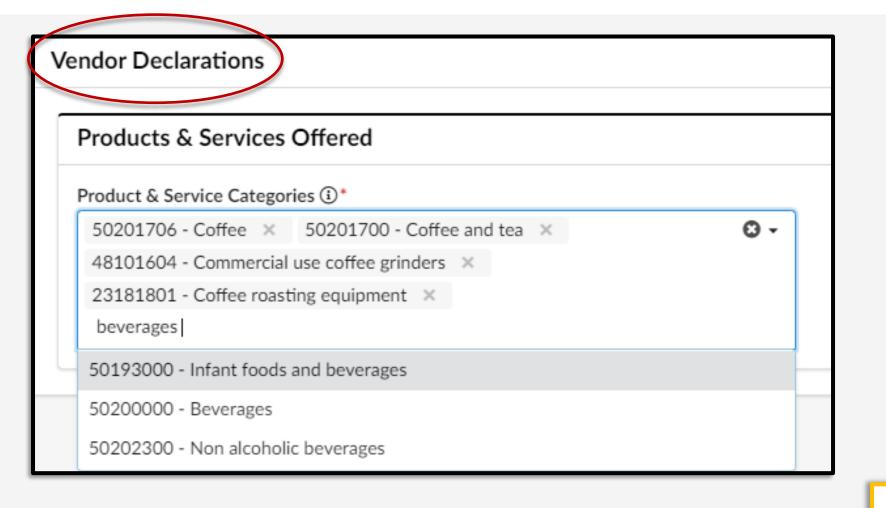


Gain access to details of public contracts

- → Type
- **⊝** Amount
- → Vendor
- → Dates
- **⊖** Organization
- **⊖** Commodities

Product & Service Categories







What do you do?



Recognized as:

- → Products & Services
- **○** Commodities
- → Vendor Declarations
- → Qualifications



Provided by UNSPSC

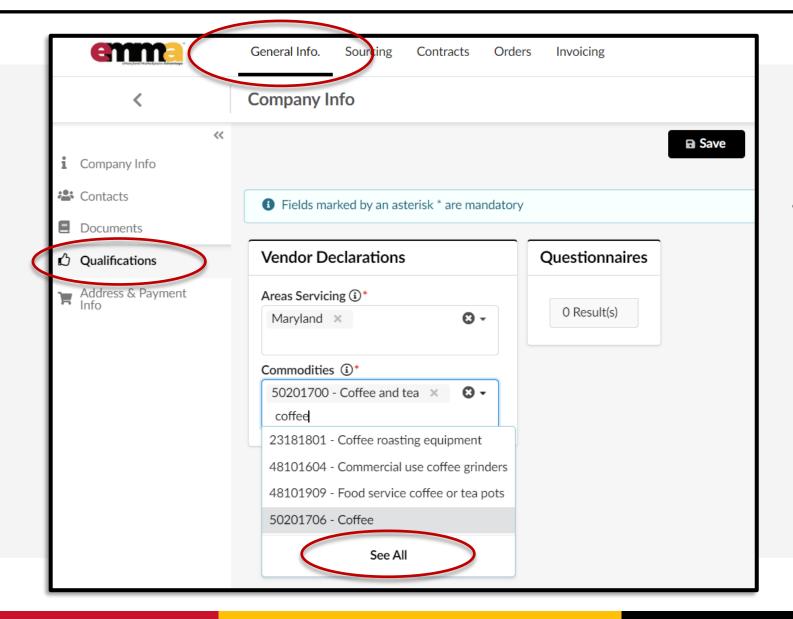


Make it yours!

emma.HelpDesk@maryland.gov

Change Product & Service Categories



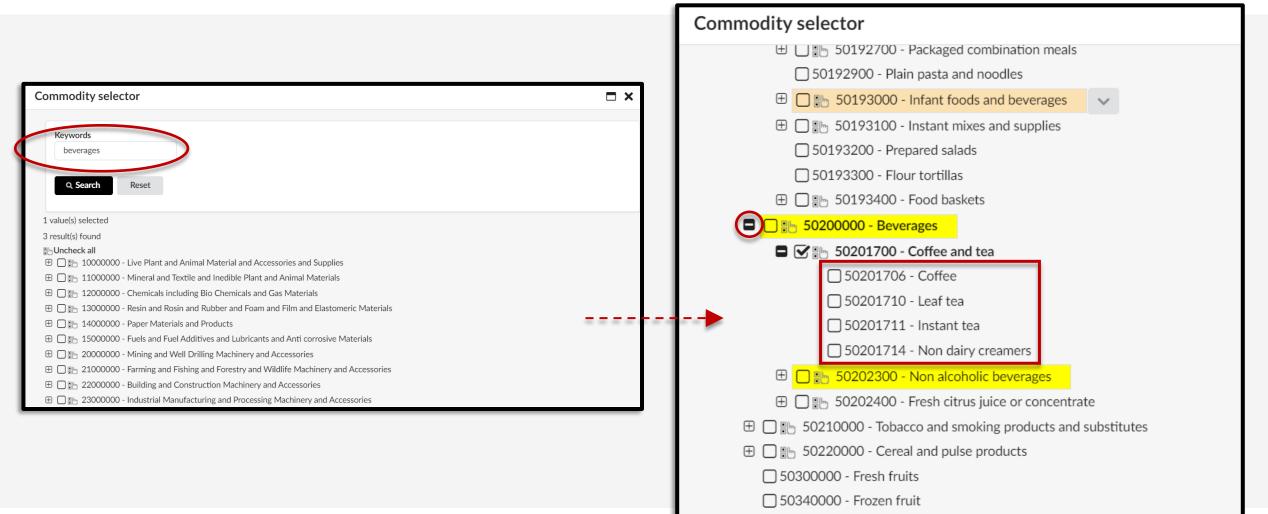


° To change commodities:

- >>> General Info
- >>> Company Profile (drop)
- >>> Qualifications (sidebar)
- >>> See All (if desired)

See All Function – Commodity Codes





Where Do Codes Come From?



United Nations Standard Products and Services Code



Universal eight-digit coding system that categorizes and codes commonly procured products and services



eMMA hosts its offered products and services based on the UNSPSC coding system



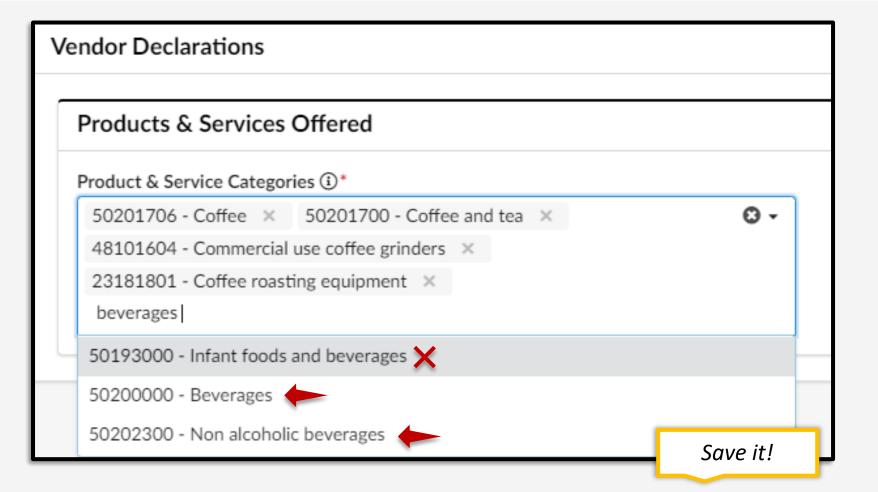
UNSPSC ≠ NAICS

unspsc*	Subscriber Login Become a Subscriber
HOME FAQS SUBSCRIBE LIBRARY CODESET-DOWNLOADS INITIATIVES	EDUCATION FIND A PARTNER
Search the code Version 24.0301 Code Number: (2-8 digits) Search	Code Name Search
Welcome The United Nations Standard Products and Services Code® (UNSPSC®), managed by Development Programme (UNDP), is an open, global, multi-sector standard for efficient, a products and services.	1600 200

Check it out!

Casting a Wide Net



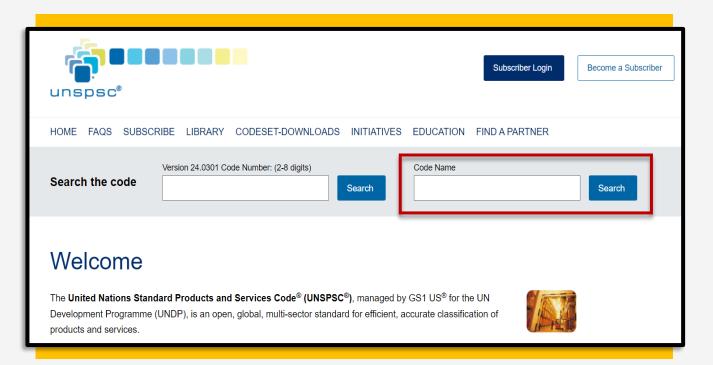


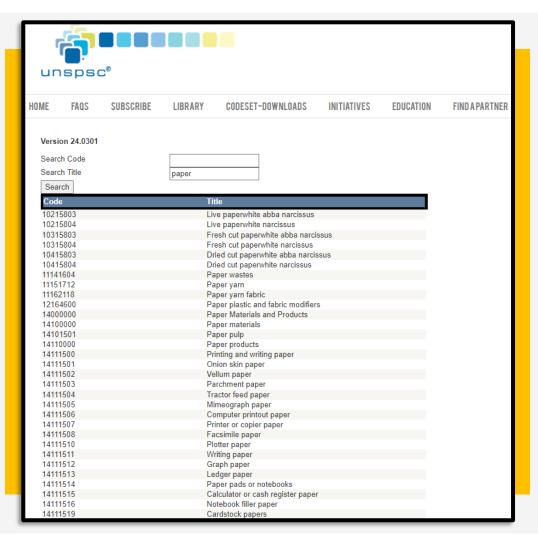


via the UNSPSC homepage

Adding UNSPSC to Our Toolkit





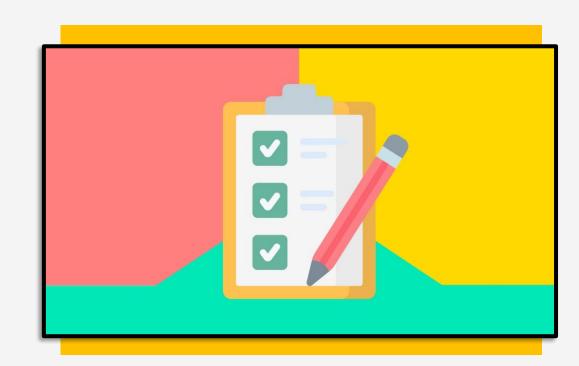


Bid Holders List



What's a Bid Holders List?

- (i) Shows vendor information for those who have acknowledged receipt of a solicitation
- Benefits the searching process of finding primes and/or subcontractors
- Provides access to all interested parties
- Promotes an open, fair, and transparent procurement process



Accessing Bid Holders Lists





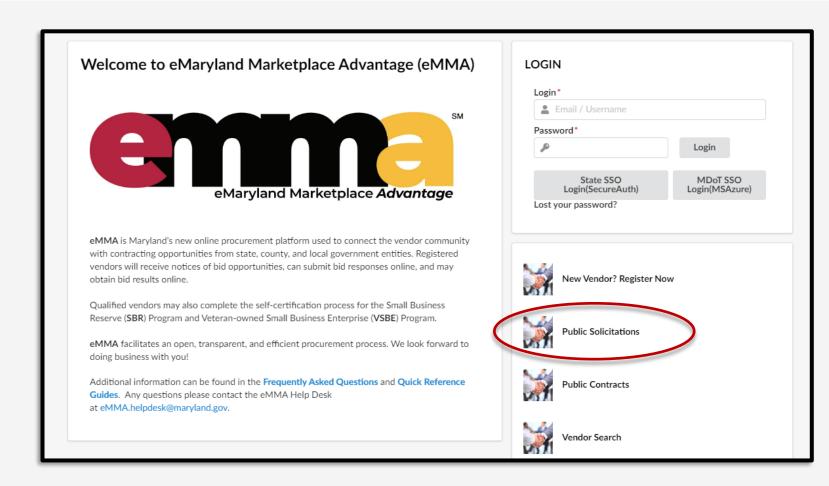
Start at the home screen



Access Public Solicitations

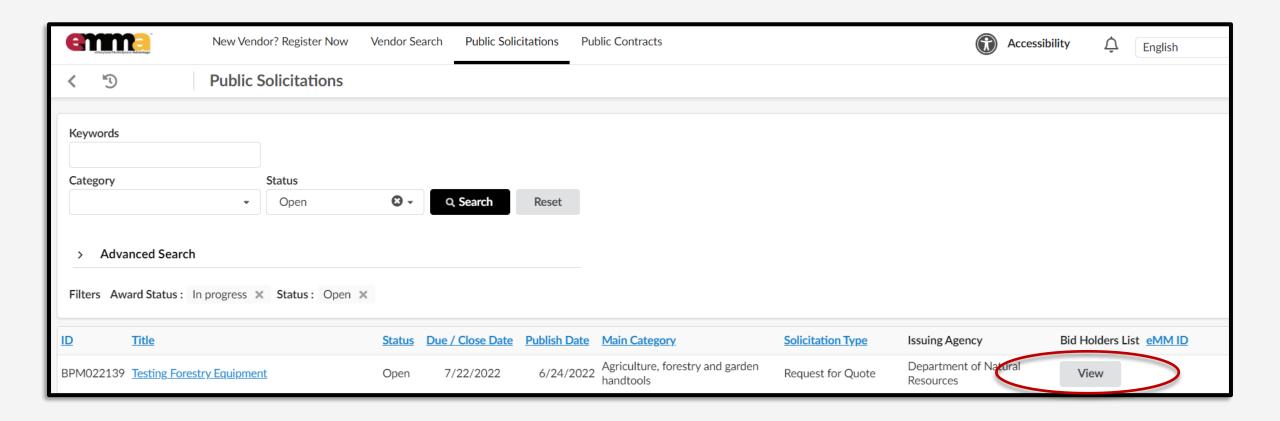


Reminder! All links from the home screen are available to everyone



Accessing Bid Holders' Lists





Accessing Bid Holders' Lists



	Public Sol	icitations							
Vendor E	Bidding Info	rmation							
Company	y Name	Company Address	City	State	Vendor Contact	Corporate Phone	Email	Website	Date Acknowledg
SCB Mar Consultir	nagement ng	2200 Broening Highway MD 21224 US	Baltimore	MD		443-598-6928		www.scbmgmt.com	7/9/2020 11:58:2 A
SCB Mar Consultir	nagement ng	2200 Broening Highway MD 21224 US	Baltimore	MD	Stephanie Carter Bagley	443-598-6928	info@scbmgmt.com	www.scbmgmt.com	7/9/2020 11:58:2 A
Alxtel, In	c.	8403 Colesville Road Suite 1100 MD 20910 US	Silver Spring	MD		1 240 293 4629		https://www.alxtel.com	5/15/2020 5:52:0 P
Alxtel, In	c.	8403 Colesville Road Suite 1100 MD 20910 US	Silver Spring	MD	Sommer Wahab	1 240 293 4629	sommer@alxtel.com	https://www.alxtel.com	5/15/2020 5:52:0 P
Medicali	ncs LLC	9710 traville gateway drive #145 MD 20850 US	Rockville	MD				Www.medicalincs.com	10/7/2020 6:50: F
Medicali	ncs LLC	9710 traville gateway drive #145 MD 20850 US	Rockville	MD	Nkem Okeke		Nokeke@medicalincs.com	Www.medicalincs.com	10/7/2020 6:50:: P
Medicalis	stics	14850 Montfort Dr. TX 75254 US	Dallas	TX				www.medicalistics.com	5/15/2020 5:31:: P
Medicalis	stics	14850 Montfort Dr. TX 75254 US	Dallas	TX	Chris Russell		rfp@medicalistics.com	www.medicalistics.com	5/15/2020 5:31:3 P
	tate & Local nent Services	2800 Rock Creek Parkway MO 64117 US	Kansas City	МО				www.cerner.com	5/17/2020 11:39: A
Netsmar	t	11100 Nall Ave. KS 66211 US	Overland Park	KS		9132426032		www.ntst.com	5/20/2020 7:26:0 A
The Russ Group,	ell Consulting	6422 Liberty Peak Lane UT 84098 US	Park City	UT		4356599105		The Russell Consulting Group,	5/15/2020 5:13:: P
Linity Die	l _o	14004 Heartwood Drive							E /1 4 /2020 7:14:

Responding to Solicitations



Searching, finding, and piqued interest

- i Full access to public solicitations, in addition to the solicitation notifications you receive via commodity code match
- Advanced functionality to narrow your search and increase efficiency
- + Add, acknowledge, and confirm intent
- Submit and manage your response(s)



Accessing Public Solicitations

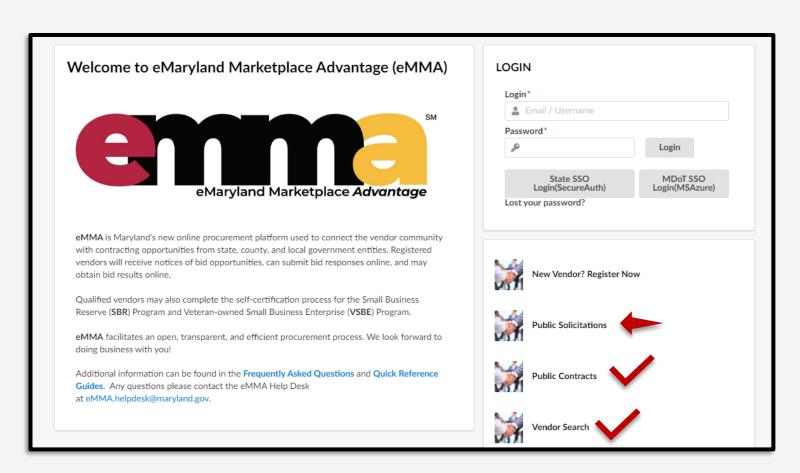




Reminder! All links and their information are available



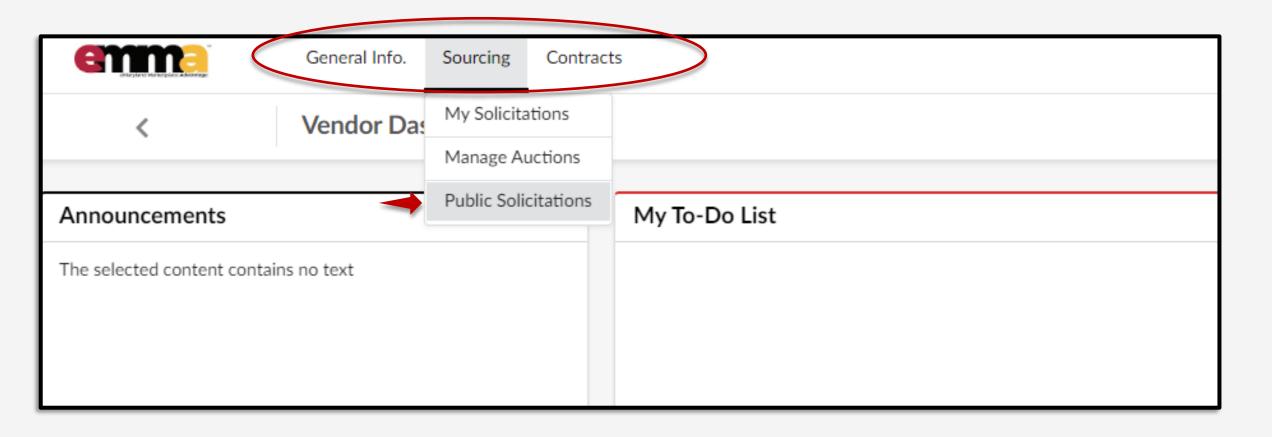
Search public solicitations directly from the eMMA homepage



Accessing Public Solicitations

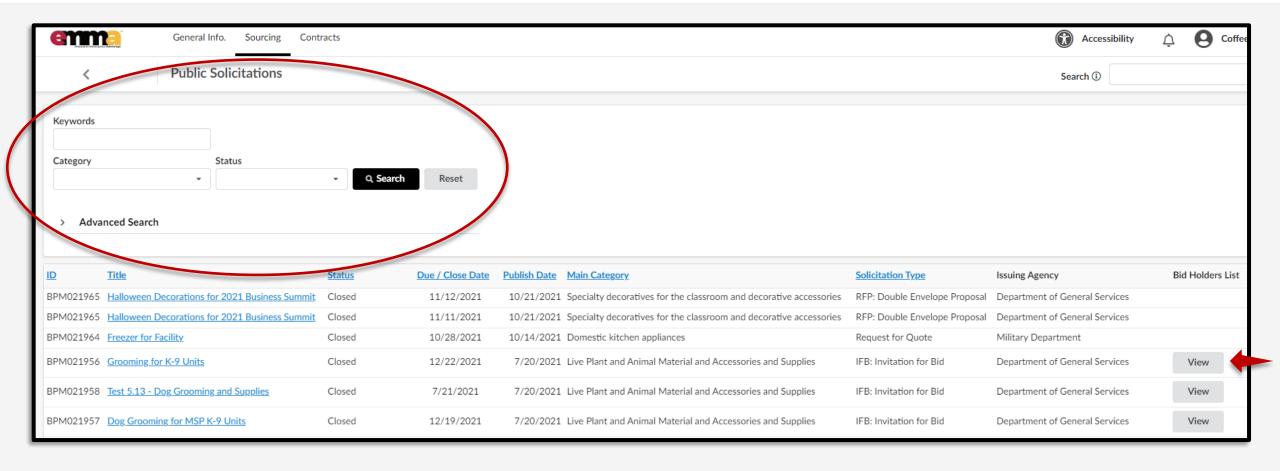


From your Vendor Dashboard



Browsing Public Solicitations





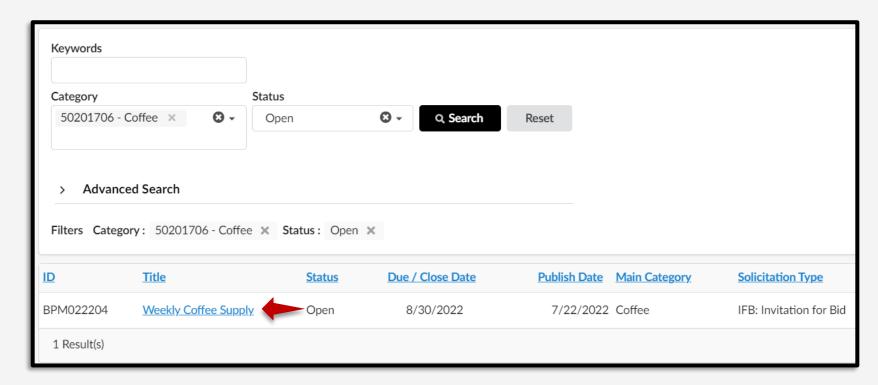
Advanced Search – Solicitations



Keywords	
coffee	
Category	Status
50201700 - Coffee and tea × 😵 🕶	Open Search Reset
Advanced Search	
Type Authority	
IFB: Invitation for Bid 😢 💌	▼ SBR Designation SBE Goal
Award Status Agency	
In progress 😵 🔻	→ MBE Goal MBE Sub-Goal
Sub Agency	→ VSBE Goal DBE Goal
Site	
Filters Status: Open X Keywords:	coffee × Type: IFB: Invitation for Bid × Award Status: In progress × Category: 50201700 - Coffee and tea ×

Selecting a Solicitation







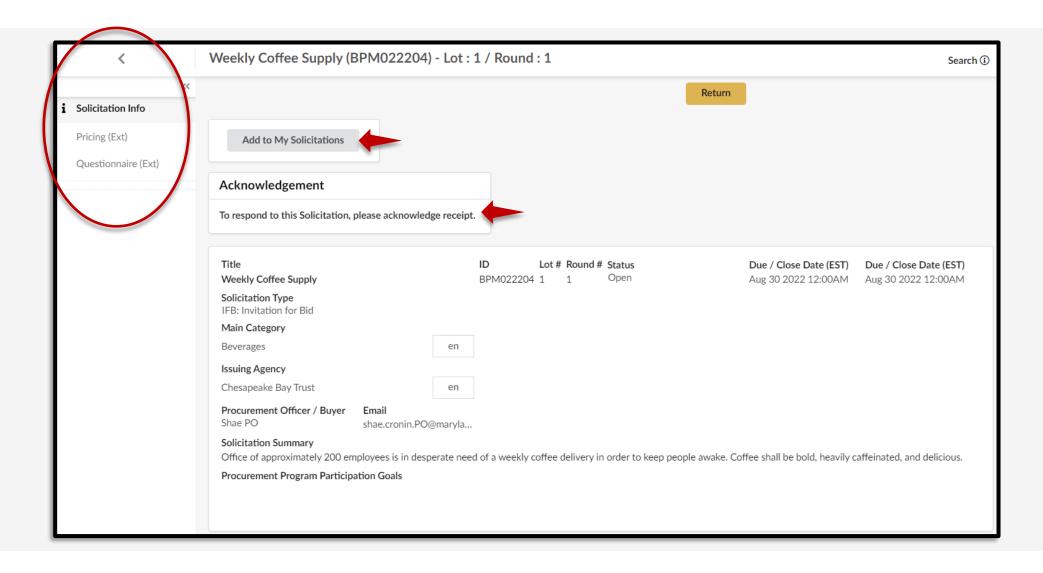
Blue text is clickable to select or sort



Clicking the solicitation title provides details and info

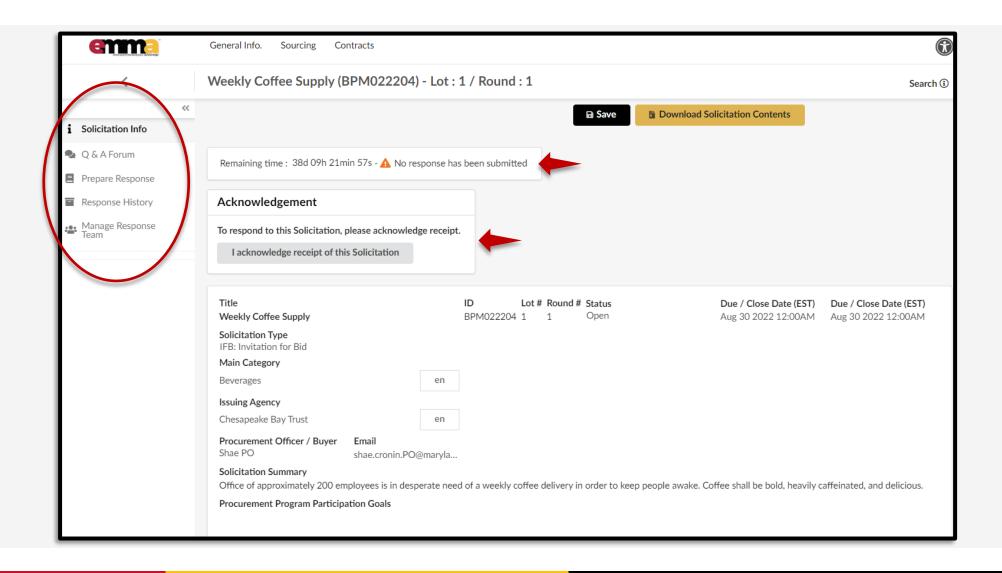
Add to My Solicitations





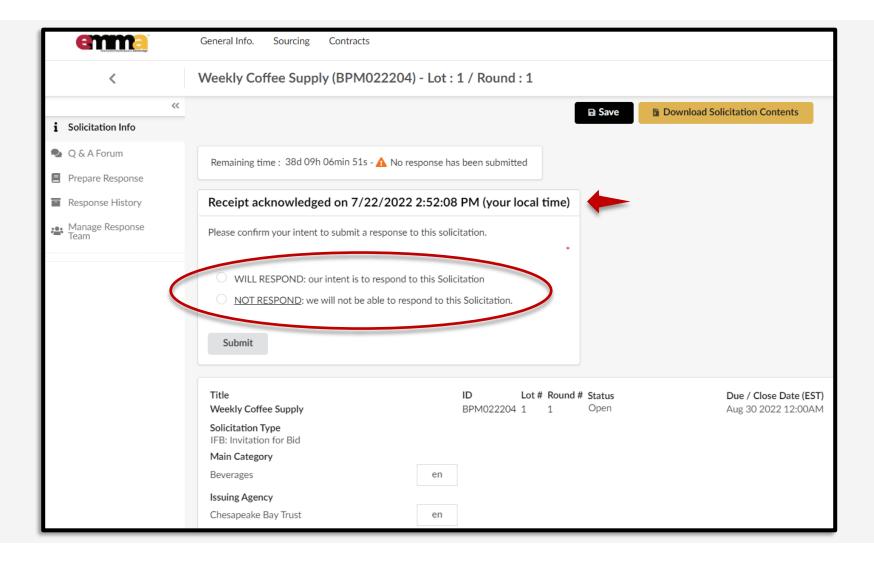
Acknowledge Receipt of Solicitation





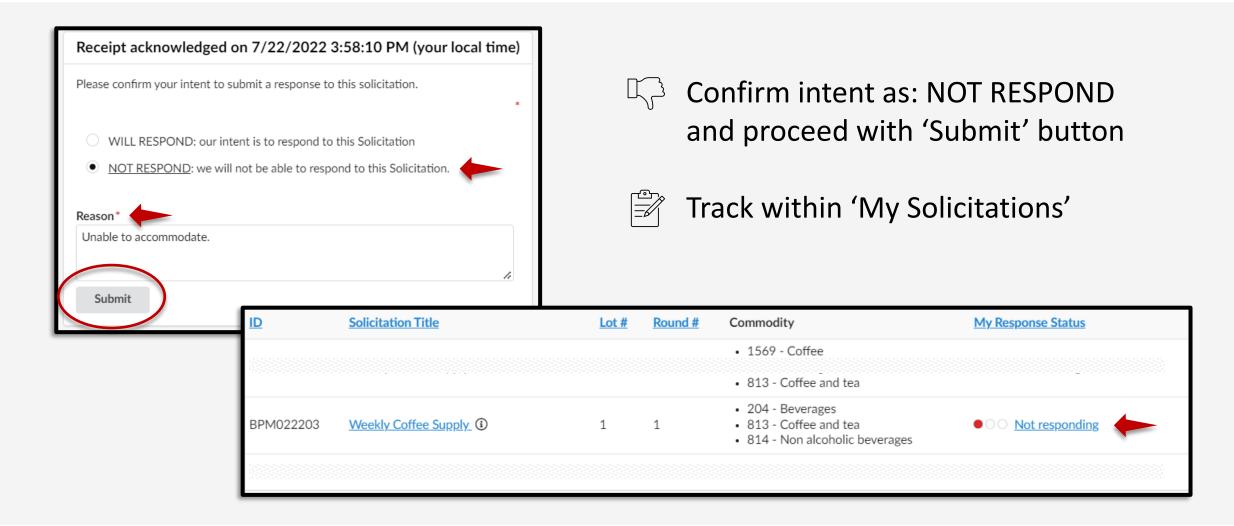
Confirm Intent to Submit Response





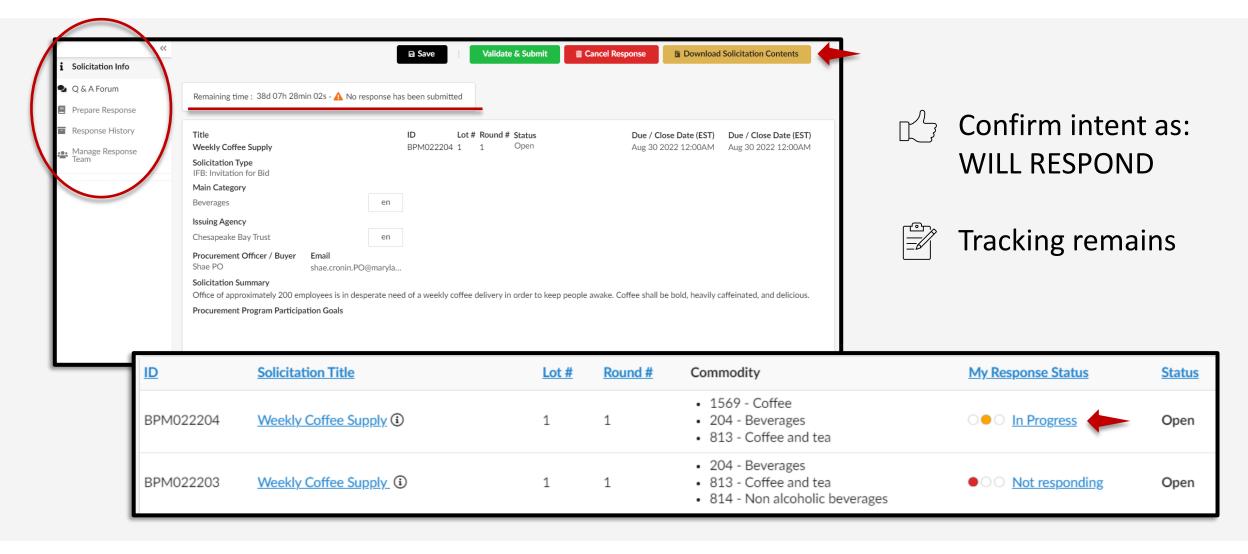
Confirm: We Will Not Respond





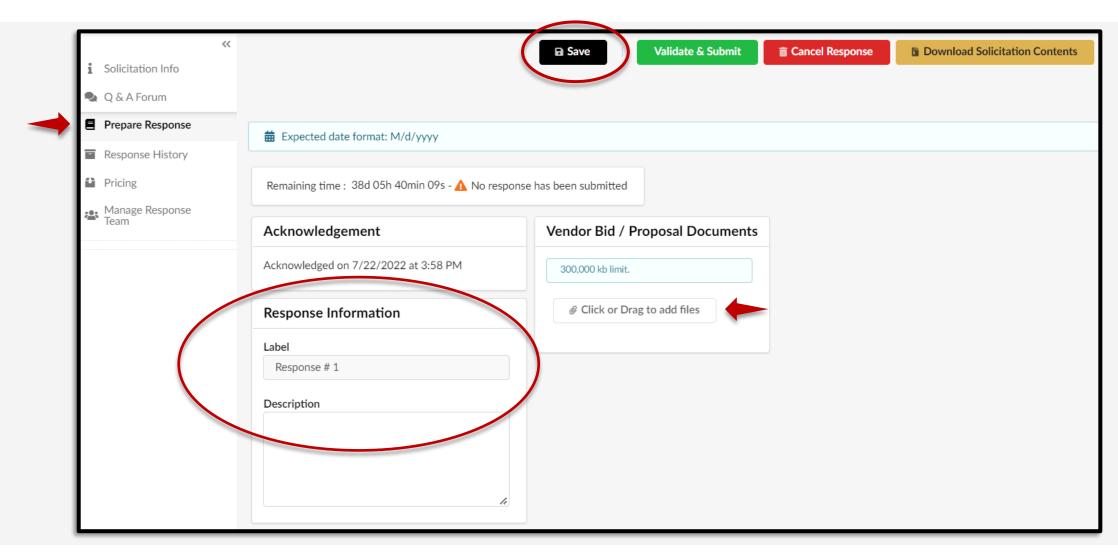
Confirm: We Will Respond





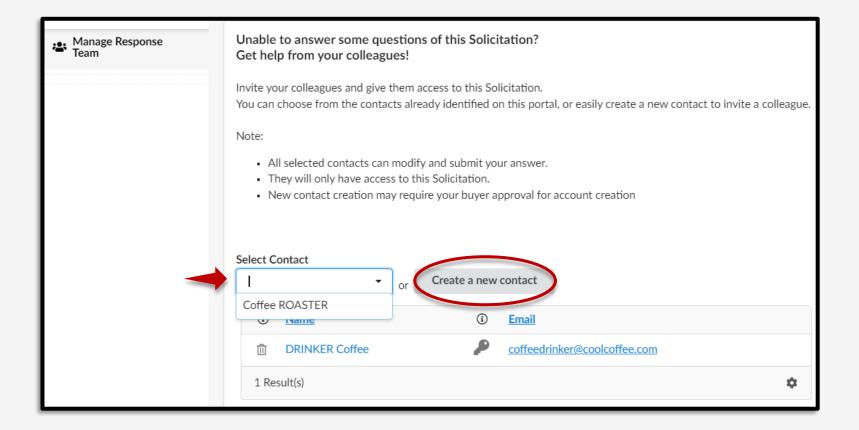
Prepare Response





Manage Response Team

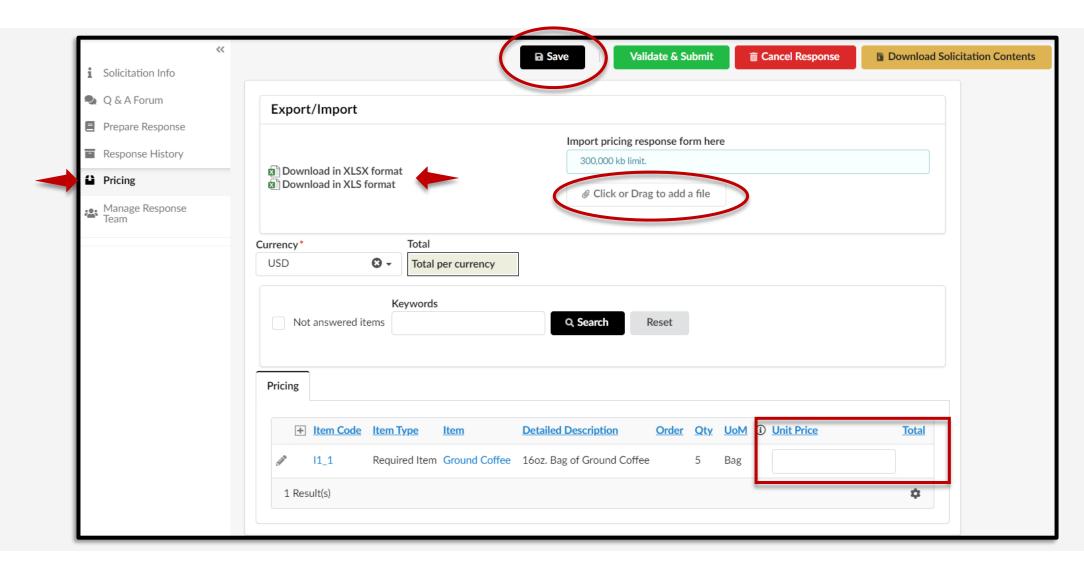




- Invite colleagues and teammates to access the solicitation
- Select a contact from your established team, or quickly create a new contact

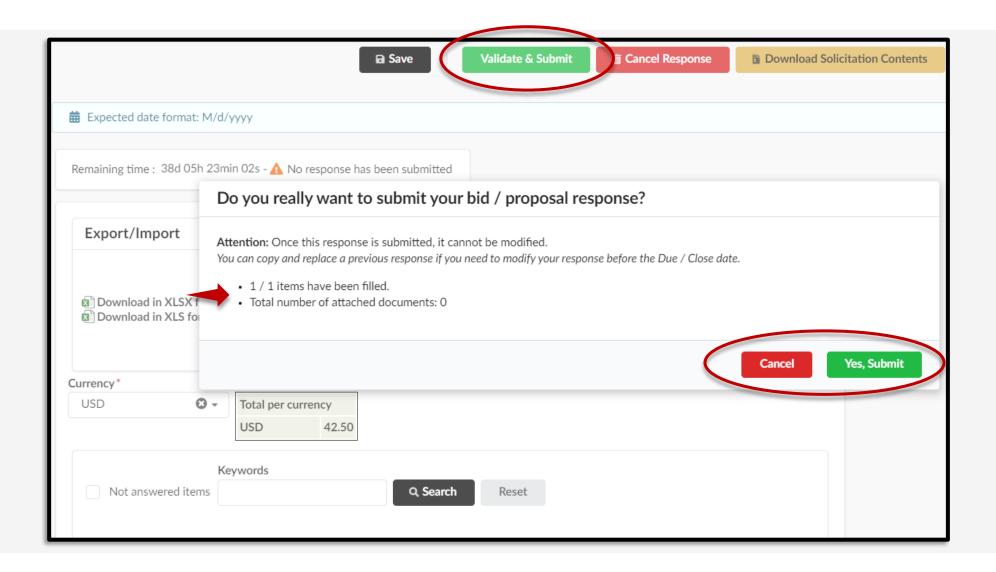
Complete Pricing Section





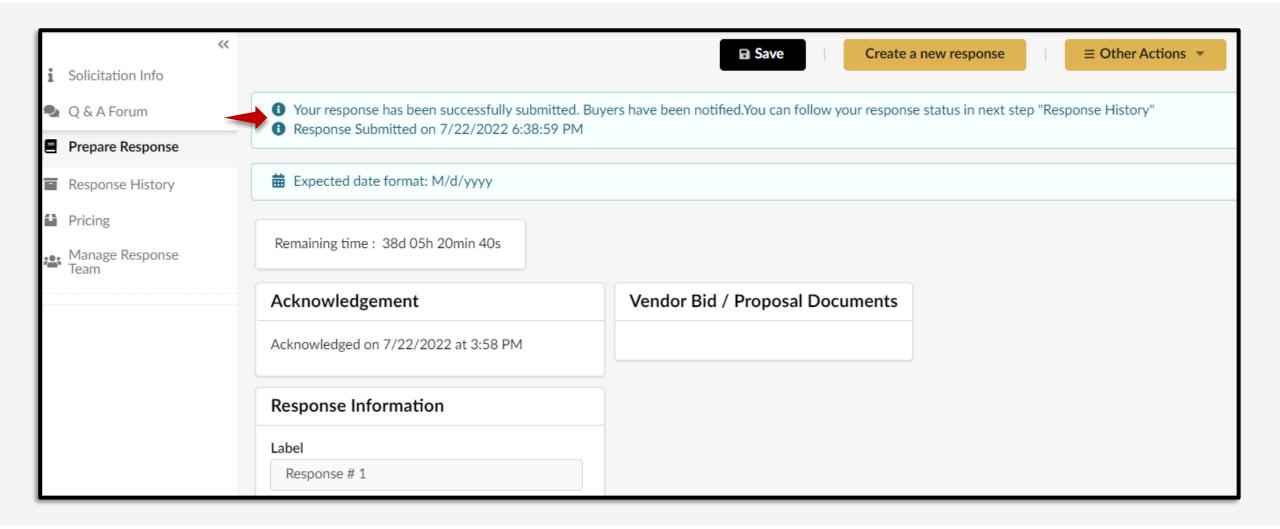
Validate & Submit Response





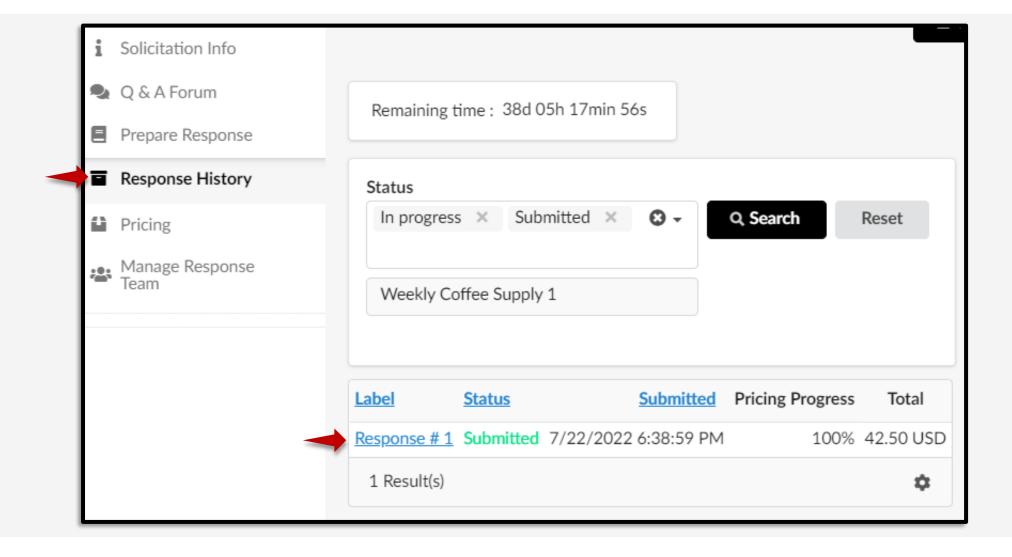
Response Successfully Submitted





Response History





Responding to Amended Solicitations





Amendments, also known as rounds, are used in eMMA to modify an existing solicitation



New rounds are created when needs of the project change in pricing or requirements



If you've submitted a bid previously, two options:

- ① Submit a NEW response, or
- Resubmit your previous (or bring forward to most current round) in order to stay responsive



QRG: Submit Response to Amended Solicitation



IMPORTANT: You MUST still acknowledge that you received the round and that you WILL RESPOND. Otherwise, your bid may be viewed as non-responsive by the Procurement Officer and may not be considered for the award.



IMPORTANT: If you do want to change your current bid and submit a new one, please keep in mind that the entire bid MUST be resubmitted, including pricing and any previously submitted documentation or attachments.

You made it!



Now you're confident in being able to:

- Identify eMMA and its role in State procurement
- Locate fellow vendors, public contracts, and bid holders lists
- Access and customize profile qualifications and commodity codes
- Browse public solicitations and add them to their vendor profile
- Acknowledge receipt of a solicitation and prepare a response

Resources and Links



Useful links and landing spots

- MBE Program
- SBR Program
- **VSBE Program**
- Maryland Procurement Academy
- **UNSPSC Code Lookup**

- **Procurement Forecast**
- **Code of Maryland Regulations**
- Office of State Procurement
- <u>eMMA Vendor Web Channel</u>

Technical Support & Help



Contact the eMMA Help Desk if you...

- Receive a notification that 'registration has been refused/unsuccessful'
- Receive an error at login that 'access is denied'
- Receive an error when attempting to reset your password
- Wish to request a UNSPSC code be added to the system



Questions specific to the solicitation should be directed to the identified Procurement Officer, including verified bid response.

Thank you!



We appreciate your support

Visit us:
Vendor Training & Support

Contact us:
dgs.osp-mdpa@maryland.gov

